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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.Careers.ky.gov](http://www.Careers.ky.gov)

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**September 18, 2015**

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**ACCOUNTANT III— (Shelby County-KY Correctional Institute for Women)—**Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

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**CLASSIFICATION & TREATMENT OFFICER I – (Shelby County – Kentucky Correctional Institute for Women)—**Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CORRECTIONAL CAPTAIN I—(Shelby County – Kentucky Correctional Institute for Women)** Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL CAPTAIN II—(Oldham County—Kentucky State Reformatory)—**Grade 13—(\$2848.22 - \$3791.68) **MINIMUM REQUIREMENTS:** High School graduate. Must have four years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be twenty-one years of age

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**CORRECTIONS UNIT ADMINISTRATOR II—(Fayette County – Blackburn Correctional Complex)—**Grade 14—(\$3133 - \$4150.30) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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September 18, 2015

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**OFFENDER INFORMATION SUPERVISOR—(Oldham County – Roederer Correctional Complex)** Grade 13—(\$2848.22 - \$3791.68) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in management, administration, legal, paralegal, or offender records. Administrative, management, legal, and paralegal or offender records experience will substitute for the education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Elliott County – Little Sandy Correctional Complex)** Grade 8—(\$1768.70 - \$2342.96) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Muhlenberg County – Green River Correctional Complex)** Grade 8—(\$1768.70 - \$2342.96) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE OFFICER - (Daviness County – Probation & Parole) - GRADE:** 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER - (Elliott County – Probation & Parole) - GRADE:** 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER - (Johnson County – Probation & Parole) - GRADE:** 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER - (Warren County – Probation & Parole) - GRADE:** 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**Recurring Positions:**  
**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9—(\$2200 - \$2,416.22)**  
**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**